



FY27 GUIDELINES

ARTIST CAREER DEVELOPMENT

We understand that the online application system may present a barrier to some applicants and will make reasonable efforts to accommodate specific needs on a case-by-case basis. This information can be made available in the following alternative formats: Braille, large print, and audio recording. We can also help find a language interpreter to translate these guidelines.

To accommodate your requests, the Central MN Arts Board will need at least 10 working days.

We recommend using Chrome or Firefox as your web browser to complete the online application.

MN Relay Service 1-800-627-3529

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320-968-4290 | 1-866-825-1471 | fax: 320-968-4291

www.centralmnartsboard.org

PROGRAM OVERVIEW

The CMAB Artist Career Development program provides funds of up to \$4,000 in support of projects, training opportunities, creative time, purchases and other activities that assist artists in taking the next step in their creative development and artistic careers.

Funding for this program is provided through the [McKnight Foundation](#).

An ideal Artist Career Development Grant will help an individual:

- Reach a new community or market
- Overcome a barrier to long-term success
- Professionalize or increase artistic output and quality
- Complete or advance a project that marks a significant milestone in their career

CMAB Program Outcomes:

1. Support artist's efforts to advance their creative career
2. Awarded artists are recognized and promoted

WHO CAN APPLY

- Artists at least 18 years of age
- Current resident of Benton, Sherburne, Stearns, or Wright County and a resident of Minnesota for a minimum of six months prior to application
- Either a U.S. citizen or permanent resident alien

APPLICANTS NOT ELIGIBLE

- CMAB grant recipients with any overdue final reports

PROPOSALS AND EXPENSES ELIGIBLE

Start date must occur AFTER the Board Review date on Thursday, September 10, 2026.

- Artistic performances, gallery series/exhibits
- Mentorships/Apprenticeships with other artists
- Purchases of equipment
- Improving/updating artist workspace
- Publishing a book, recording an album, finishing a body of work
- Researching a new market
- Consumable materials/supplies for specific work
- Workshops, trainings, conferences, or fellowships
- Creative Time

PROPOSALS NOT ELIGIBLE

- Those that do not have the artist's work as their primary focus.
- Activities that are essentially for the religious socialization of the participants or audience.
- Activities that attempt to influence any state or federal legislation or appropriation.
- Applications with excessive AI-generated content may be deemed ineligible.

HOW TO APPLY

Click the Manage GRANTS button in the upper right corner of the CMAB homepage. First-time applicants need to create an account using an email address and a password.

Submit your **application online** and include:

- **WORK SAMPLES** with descriptions
- **OTHER** supporting documents essential to the proposal (i.e. Newspaper articles, mock-ups, research, etc).

Applications must be submitted by **11:59 PM on the deadline date**.

Applications received after the deadlines are ineligible. **There are no exceptions to this policy.**

APPLICATION CONTENT

ADVICE FOR APPLICANTS

The Artist Career Development Program is scored using three criteria: Artistic Merit & Quality, Need, and Applicant Ability. Each criterion has a series of statements that reviewers are asked to consider when reviewing and scoring an application. When completing a grant application, refer to the criteria statements listed. Strong proposals will address all applicable criteria.

ARTISTIC MERIT/QUALITY - 12 of 30 points

- 1) The proposed activities will contribute to the applicant's artistic practice.
- 2) The applicant's work exhibits original thought and the ability to express it creatively as well as the dedication to development of technical skill
- 3) Applicant work samples evoke emotion, intellectual inquiry, or other responses from an audience.

NEED - 12 of 30 points

- 1) Applicant has identified how the proposed activities will benefit their creative career opportunities.
- 2) Proposal aligns with applicant's long-term artistic and creative career goals.

ABILITY - 6 of 30 points

- 1) Proposed activities are appropriate to the applicant's level of skill and experience.
- 2) Applicant has outlined a timeline for implementing their proposal that is logical, detailed and addresses challenges or barriers.
- 3) Budget is appropriate to the proposed action(s) and goal(s).

1. **Proposal Name** - Provide a name for the activity and a brief description (10 words or less).

Location of Proposal - Address(es) where the activities will take place.

2. **Start Date** - Beginning date of activities described in the application must occur AFTER the Board Review date: **September 10, 2026**.

3. **End Date** – When activities described in the application will end. Grant activities must be completed within 12 months of the board approval date.

4. **Provide a timeline for the proposed activities.**
5. **Location of Proposal** - Address(es) where the activities will take place.
6. **If the proposal includes working with another artist, mentor or teacher, provide this information:**
 - **Name, Address, Phone** of Mentor, teacher or artist
 - **Email**
 - **Upload work samples or training information**
 - **Website URL**
7. **PROPOSAL DESCRIPTION – refer to each of the above criteria statements as you develop your application. Strong proposals will address all applicable criteria.**

Your response may be provided in any ONE of the following formats: Written, Audio OR Video Narrative. Use the format you are most comfortable communicating in. Evaluators are directed to focus on the content, not production quality or writing ability. Applicants should ensure that the proposal description can be understood clearly.

 - A. **Written Proposal Description** - Provide details to help reviewers understand how you will use the requested funds.
 - B. **Audio/Video Proposal Description** - Provide details to help reviewers understand how you will use the requested funds.
 - Audio and Video recordings are limited to 10 minutes.
 - Accepted formats: .MP4, MP3, .WAV, .WMA.
 - It is the Applicant's responsibility to ensure that recordings are audible and submitted in one of the accepted formats.
 - If the upload does not accommodate the file size, an audio/video page or website URL can be provided.
8. **Artistic training and experience:** Note experiences you have had in your artistic field. Include formal and informal studies, exhibitions or performances, volunteer experiences, work you were paid to complete, etc.
9. **Artist Statement - Provide a brief statement about you and your art.** An artist statement should help readers understand what you believe to be the most important aspects of your art and process, technique, tools, and/or software used to create it. (1500 characters)

Suggestions:

 - Write in the first person. Your statement is about you, so personalize it
 - Your statement should be clear, understandable, not overstated
 - Describe why you are an artist, what your artwork explores or addresses, and how you create your work
 - Everything in your statement should be relevant to your art
 - Avoid comparing yourself to other artists

10. Artist Work Samples and Description- Choose the format you would like to submit your work

samples. A description area is provided to include the title, medium(s), date, and additional context to better understand your creative practice. Work samples must be created within the past five years and must not violate any copyright.

- **Two or Three Dimensional:** SUBMIT 5 IMAGES - up to 2MIB each. One image 1800 pixels wide maximum per upload in JPG or PDF formats accepted. Painting, drawing, photography, sculpture, ceramics, fiber arts, multimedia, mixed-media, digital and all fine crafts. Description must include the dimensions, and year created with each sample.
- **Literary:** SUBMIT 7 PAGES - up to 3MIB in PDF format typed and readable. Original poetry, prose (fiction and creative nonfiction), playwriting and screenwriting. Scholarly manuscripts, standard journalism, and translations are not accepted. A BRIEF summary or context can be provided for longer work. Description must include the title, type and year created with each sample.
- **Performance:** SUBMIT 7 MINUTES - Formats accepted MP3, MOV or MP4 or provide a website URL link to a video or audio example. Dancers, choreographers; Theatre performers, spoken word; composers, musicians. Artists can perform the work of others, panel members will be looking for the applicant's unique interpretation, or originality. If your sample includes more than one performer, indicate which performer is you. If the File is too large for the upload, provide a URL link to an example with instructions for reviewers (i.e. - view from 1:16 to 5:06 and then from 18:04 to 20:00).
 - Image Upload – 5 (2 MIB) uploads
 - Literary Upload – 1 (3 MIB) uploads
 - Video Upload – 1 (12MIB) upload
 - Website URL address – 4 URL address fields

The CMAB is not responsible for samples that do not upload or display correctly. If you need assistance attaching work samples to your application, contact media@centralmnartsboard.org or call 320-968-4290 ext. 2

PROPOSAL BUDGET

Describe all expenses related to this proposal. List the expenses the grant funds would support in Eligible Expenses and any other expenses in Additional Expenses. Proposals may exceed the grant request, but applicants are only eligible to request a maximum of \$4,000.

11. Eligible Expenses- List all expenses the CMAB Grant funds could support. Provide descriptions and calculations. Round up to the nearest dollar. Awardees will be required to submit receipts for purchases made with grant funds.

- Fees - mentors, trainings, workspace, etc.
- Consumable Supplies & Materials
- Non-Consumable Materials (frames, costumes, etc)
- Equipment (camera, kiln, musical instrument, etc.)
- Related Services (publishing expenses, workspace improvements, shipping fees, etc)
- Creative Time (include hourly rate and estimated time)

12. Total Expenses - ALL COSTS associated with this proposal. Round up to the nearest dollar.

13. Additional Expenses- If the Total Expenses exceed the grant amount requested, explain how those expenses will be covered - i.e. cash on hand, crowdfunding, other grants, scholarships, etc.

14. Amount Requested – Grant request cannot exceed \$4,000. Round up to the nearest dollar.

DATA COLLECTION

The following questions are required for data collection by the Minnesota State Arts Board and the MN Legislature and help CMAB determine the reach of our programs and the equity in our grant making. Definitions of the [DATA CODES](#) can be found on page 10 or online [HERE](#).

- **How did you learn about this program?**
- **PUBLICITY** – If the applicant uses an alternate name other than the legal name for publicity purposes, list it here. (or indicate N/A).
- **Discipline** – Select the code that best describes the applicant’s primary area of interest in the arts.
- **Proposal Discipline** - Select one category that best describes the grant activity.
- **Applicant Ethnicity** - Select any combination (**optional**). **N** = American Indian/Native American; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **M** = Middle Eastern/North African; **W** = White; **R** = Multiracial or Biracial; **99** = when no single group; **O** = Other;
- **Applicant Distinct Groups-** Indicate if you identify as a member of any of the following demographics: **I** = Individuals with Disabilities; **S** = Adults older than 65; **V** = Military Veterans; **A** = Adult (25-64 years); **Y** = Young Adult (19-24 years); **99** = None of the above
- **Additional Information** (optional) - Data collection questions do not always provide options to accurately describe the racial or ethnic identity of applicants. If there is additional information you would like to provide about your race or ethnicity, include that information here.

CERTIFICATION

15. Electronic signature

Entering your signature information and clicking "I Agree", certifies that it is accurate and that the proposal will be carried out as described if funded.

CMAB SERVICES AND GRANTING PROCESS

AI POLICY

CMAB recognizes the growing use of artificial intelligence as an assistance tool for the grant application process. AI should not be used to fully generate art, application answers, or proposals. Applications with excessive AI-generated content may be deemed ineligible.

APPLICATION DRAFT REVIEW

Applicants may request a draft review of an application. CMAB staff will review the application and identify any concerns, upon request submitted via email (media@centralmnartsboard.org), prior to July 23rd, 2026. A review of the application does not guarantee that the request will be funded.

REVIEW PROCESS

Applications will be made available to the CMAB Board of Directors or a review panel at least two weeks prior to the review date. All applicants will be notified of the Board's decision in writing.

Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 0 (low) to 30 (high). **An applicant must attain an average of 15 or higher to be considered for funding.** All review meetings are open to the public; see CMAB website for board and panel review dates and meeting information.

AWARD RECIPIENTS

The Central Minnesota Arts Board reserves the right to use art samples for promotional purposes with the artist retaining full copyright. If awarded, there may be contingencies based on the number of applicant's open grants.

GRANT CONTRACT

Awardees must sign and return a contractual agreement **within 30 days** of notification. Failure to provide required documents within the prescribed time can result in the cancellation of a grant commitment.

If funds are refused within 45 days of receipt of grant notification, they will be offered to the next applicant in rank order. Returned or refused funds will be applied to future grant rounds after 45 days.

GRANT AMOUNT

The CMAB shall pay 80% of the grant award **distributed to the Grantee thirty (30) days before the start date listed** in the proposal. The remaining 20% of the grant award will be released upon completion AND acceptance of the Final Report for this proposal.

FINAL REPORTS

A final report must be submitted within sixty (60) days of the proposal's completion. Failure to submit a final report will result in the recipient being ineligible to apply for future CMAB grants until the final report is received.

GRANT APPEAL PROCESS

Any applicant who can show cause that established grant review procedures were not followed, or that the policies of the program were not equitable to all applicants may file an appeal in writing within fifteen (15) business days of being notified of the CMAB's decision.

The Executive Committee will determine if there exists sufficient cause for an appeal and if further investigation is warranted. If the Executive Committee finds that there is cause for an appeal, they will bring the matter before the full board for a final decision. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact the CMAB office to view a copy of the complete appeal policy.

DEFINITIONS

Amendment: an adjustment to an approved proposal due to a change in date, location, budget, lead artist or other key personnel, or the activity's structure, theme, or purpose

Appeal: an official request by the applicant for the CMAB Board of Directors to reexamine the application review process for procedural errors that do not follow policy.

Artistic Merit: One's ability and dedication to expressing original thought and improving technical skill within a chosen artform.

Applicant: an individual, group, organization, or local government organizing and implementing the proposal. (If two are involved, select one to be the lead/applicant.)

Conference: a professional gathering of individuals to discuss, share, and learn about a particular subject or theme.

Eligible: something that is permitted as part of the proposal or budget

Fellowship: a competitive award often associated with a learning or professional opportunity

Final Report: a required form for all funded proposals that request information on proposal successes, evidence of funding acknowledgement, final budgets, and grant activity

Fiscal Year (CMAB): July 1st to June 30th

Goal: Specific, measurable, attainable, realistic and **time-targeted objectives** that allow people to identify and then work towards outcomes.

Lawful Permanent Resident: an individual of foreign birth legally living and working in the United States, usually with a Green Card or similar documentation

Permanent Resident Alien: an individual of foreign birth legally living within the United States without citizenship

Proposal: a well-researched and organized activity or initiative

RAC DATA Collection: state required information that helps to determine who is receiving funds or benefitting from funded efforts

Resident: Someone who resides in Benton, Sherburne, Stearns, or Benton counties for at least six months prior to application submission. This will be the location of your legally established and permanent residence.

Workshop: a single session or series of artistic learning opportunities with pre-determined instructor, topic, location, date, and time

For more information on Central MN Arts Board programs, visit our website at <http://www.centralmnartsboard.org> or call 320.968.4290 or 1.866.825.1471.

ART DISCIPLINE CODES

DIS1/PDIS1	DISCIPLINE	DIS1/PDIS1	DISCIPLINE	DIS1/PDIS1	DISCIPLINE
01	Dance	05B	Visual arts, graphics	08	Photography
01A	Dance, ballet	05D	Visual arts, painting	09	Media Arts
01B	Dance, ethnic/jazz	05F	Visual arts, sculpture	09A	Media Arts, film
01C	Dance, modern	06	Design arts	09B	Media Arts, audio
02	Music	06A	Design arts, architecture	09C	Media Arts, video
02A	Music, band	06B	Design arts, fashion	09D	Media Arts, task/experimental
02B	Music, chamber	06C	Design arts, graphic	09E	Media Arts, process/experimental
02C	Music, choral	06D	Design arts, industrial	10	Literature
02D	Music, new-experimental, elec	06E	Design arts, interior	10A	Literature, fiction
02E	Music, ethnic	06F	Design arts, landscape arch	10B	Literature, non-fiction
02F	Music, jazz	06G	Design arts, urban/metro	10C	Theater, playwriting
02G	Music, popular	07	Crafts	10D	Literature, poetry
02H	Music, solo/recital	07A	Crafts, clay	11	Interdisciplinary
02I	Music, orchestral	07B	Crafts, fiber	12	Folk/Traditional Arts
03	Opera/Musical Theater	07C	Crafts, glass	12A	Folk/Traditional dance
03A	Opera	07D	Crafts, leather	12B	Folk/Traditional music
03B	Opera, musical theater	07E	Crafts, metal	12C	Folk/Traditional crafts/vis arts
04	Theater	07F	Crafts, paper	12D	Folk/Traditional storytelling
04A	Theater, general	07G	Crafts, plastic	13	Humanities
04B	Theater, mime	07H	Crafts, wood	14	Multidisciplinary
04C	Theater, puppetry	07I	Crafts, mixed media	15	Non-arts/Non-humanities
04D	Theater for young audiences				
04E	Theater, storytelling				
05	Visual arts				
05A	Visual arts, experimental				